

## Amber Wright

---

**From:** Jeanine LeBlanc  
**Sent:** Monday, April 10, 2017 9:39 AM  
**To:** Dorothy Wallis  
**Subject:** RE: 2000224936 CTL Revised Februarys Reimbursement Invoice

Ms. Wallis:

My records show you have a Home Prenatal Care Educator 3 position vacant. If you fill this vacancy, I think the funds from this line will cover a part time salary through the end of the contract period.

j

---

**From:** Dorothy Wallis [mailto:[dwallis@ctlm.org](mailto:dwallis@ctlm.org)]  
**Sent:** Tuesday, April 04, 2017 9:17 PM  
**To:** Jeanine LeBlanc  
**Cc:** Dorothy Wallis  
**Subject:** 2000224936 CTL Revised Februarys Reimbursement Invoice

Evening Ms. LeBlanc;

We thank you for your recent correspondence. In reviewing our records we realized a miscue regarding the pay for the "Prenatal Outreach Nurse" Sarah Allemand. Sarah, previously worked full-time earning approximately \$3,057.68/month and as indicated, 48.0769231 % of her salary is chargeable to the grant. Sarah's salary has changed as she now maintains a part-time schedule.

Therefore we are requesting permission to split the position and request approval to hire Cindy Lowman, RN., to share the "Prenatal Outreach Nurse" responsibilities. Ms. Lowman has over 10 years experience (see attached resume') with the Life choice project.

Because of the oversight, we have attached the revised February Request for Reimbursement Invoice. The corrected pages. Page 1, 2 and 3 are billed invoices and Page 7 is the replacement to the original page 7 Payroll Summary.

Should you have any questions, please feel free to contact me.

Loving Life,  
  
Dorothy Wallis, M.Div  
President & CEO

Caring to  
  
Love Ministries  
225-215-0004 off  
225-273-5931 fax  
[dwallis@ctlm.org](mailto:dwallis@ctlm.org)

---

**From:** Jeanine LeBlanc [<mailto:Jeanine.LeBlanc.DCFS@LA.GOV>]

**Sent:** Monday, April 3, 2017 11:25 AM

**To:** Dorothy Wallis <[dwallis@ctlm.org](mailto:dwallis@ctlm.org)>

**Subject:** 2000224936 CtL Home Prenatal Care Nurse salary

Ms. Wallis:

Thank you for serving the residents of Livingston Parish, but this parish is already receiving services; we will be unable to reimburse services you provide in Livingston parish.

According to your contract budget, your Home Prenatal Care Nurse's salary is reimbursable at 48.0769231% of the gross salary amount. Please provide check stubs showing the gross amount of this position's salary to verify we are reimbursing the correct percentage.

Please have Care Pregnancy Clinic- Gonzales and Care Pregnancy Clinic Moss Bluff each sign a debarment certification and return a copy to me.

Please email this information to me no later than close of business Wednesday, April 5, 2017.

Thank you.

*Jeanine LeBlanc*

Jeanine LeBlanc  
ES Program Consultant  
Dept. Children and Family Services  
627 North Fourth Street, 5-321  
Baton Rouge, LA 70802  
[Jeanine.LeBlanc@la.gov](mailto:Jeanine.LeBlanc@la.gov)  
Office 225-342-5417  
Fax 225-342-2536

“Teamwork can help you accomplish greatness.”

This message and any associated files is intended only for the use of the individual or entity to which it is addressed and may contain information that is confidential, subject to copyright or constitute a trade secret.

This message may be protected by the attorney/client or doctor/patient privilege. If you are not the intended recipient, you are hereby notified that any dissemination, copying or distribution of this message or files associated with this message, is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computers. Messages sent to and from us may be monitored.

This e-mail message is not intended to be binding or relied upon and, without limitation on the foregoing, shall not create, waive or modify any right, obligation or liability, or be construed to

contain or be an electronic signature, to constitute a notice, approval, waiver or election, or to form, modify, amend or terminate any contract.